

# Central Data Exchange Air Emissions Inventory 1999 NEI Update User Guide

May 2001





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## GETTING STARTED

CDX will start accepting electronic submissions beginning May 24, 2001.

## SYSTEM REQUIREMENTS

Please have the following items before you get started:

- ◆ *Emission inventory files to be submitted.* The files must be in the National Emission Inventory (NEI) Input Format or Extensible Markup Language (XML) and be zipped.
- ◆ *E-mail account.* In order to participate in this project, you will need an e-mail account. Here is one resource for free e-mail: [HTTP://WWW.FREE-EMAIL-ADDRESS.COM/](http://www.free-email-address.com/).
- ◆ *Internet access.*
- ◆ *Internet Explorer (IE) 5.5 with 128-bit encryption.* Go to the following link to download: [HTTP://WWW.MICROSOFT.COM/WINDOWS/IE/](http://www.microsoft.com/windows/ie/). (Do not download IE 6.0; it is a beta version.)
- ◆ *Pentium processor (minimum).* To check processor information, open **Control Panel**, click **System** (icon), go to **General** tab, and check the processor information displayed under the **Computer** section.
- ◆ *Microsoft Windows 95B with Y2K Service Pack installed, Windows 98, Windows 2000 or Windows NT4.0 (Service Pack 5 or greater).* To check for the Y2K upgrade in Windows 95 or 98 environments, go to Windows Explorer, select **View**, click on **Details**, and look in C:\Windows to find the **Y2KW95.txt** file.

Do not proceed if you do not meet all of these requirements. For more information, call the CDX Technical Support line for assistance at 888-890-1995.

## NEI SUBMISSION SCHEDULE

You will be able to submit your state's emissions 1999 NEI Update data from May 24 through June 1, 2001. Note that your submission due date is **June 1, 2001**. Please keep in mind the following milestone dates:

May 24, 2001:	Registration with CDX available
May 24, 2001:	CDX available to begin accepting AEI electronic submissions
June 1, 2001:	NEI Update 1999 submissions due

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## SUPPORT

For general and technical questions related to CDX, three support options are available:

*Telephone* Person-to-person telephone support is available from 8:00 a.m. to 6:00 p.m. (EST). Call our toll-free line at 888-890-1995.

*E-mail* Send e-mail to Technical Support at [EPACDX@LMI.ORG](mailto:EPACDX@LMI.ORG) with “AEI Tech Support” in the Subject line.

*Fax* Assistance requests are accepted 24 hours a day at 703-917-7105. Support personnel will respond to faxed requests Monday through Friday from 8:00 a.m. to 6:00 p.m. (EST).

If you have questions about the content, format, and policy for reporting emissions inventory data, please call Lee Tooty with the Emissions Factor and Inventory Group at 919-541-5292 between 8:00 a.m. and 4:30 p.m. (EST).

## PROCESS OVERVIEW

The process to submit your emissions inventory files to EFIG involves the following steps:

- Step 1: Prepare emissions data in NIF format and zip file
- Step 2: Access CDX secure website
- Step 3: Activate CDX account
- Step 4: Access NEI submittal form
- Step 5: Populate NEI submittal form
- Step 6: Attach and send zipped file
- Step 7: Log off of CDX
- Step 8: Log on after account activation
- Step 9: Provide user comments

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## STEP 1: PREPARE EMISSIONS DATA IN NIF FORMAT AND ZIP FILE

Prepare your emissions data in the NIF format. Version 1.2 or 2.0 will be accepted this year; see

[WWW.EPA.GOV/TTN/CHIEF/EIDOCs/INDEX.HTML#NET](http://WWW.EPA.GOV/TTN/CHIEF/EIDOCs/INDEX.HTML#NET).

The file must be zipped before it can be submitted to CDX.

The file must follow the naming convention:

- First 3 characters of the EPA program: AEI
- Next 2 characters: 2-letter state abbreviation
- Next 2 characters: number of submission
- User ID used for CDX registration.

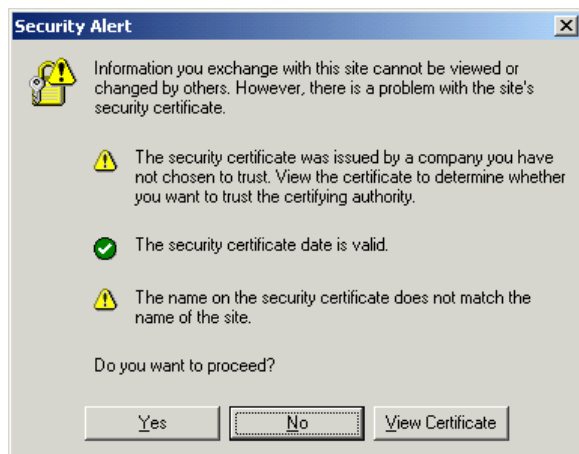
If the file name is AEIVA01chaudet123, the file for upload is AEIVA01chaudet123.zip.

## STEP 2: ACCESS CDX SECURE WEBSITE

You should have IE 5.5 with 128-bit encryption. If you would like to download IE, go to the following website before you access CDX:

[HTTP://WWW.MICROSOFT.COM/WINDOWS/IE/](http://WWW.MICROSOFT.COM/WINDOWS/IE/).

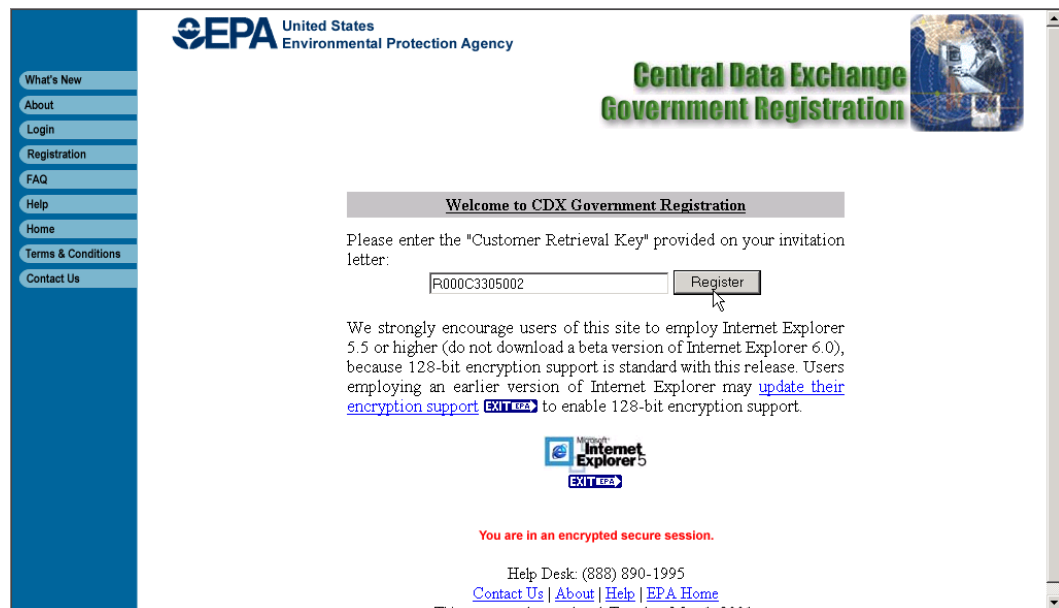
Go to [HTTPS://EPACDX.LMI.ORG/GOVTREGISTRATION](https://EPACDX.LMI.ORG/GOVTREGISTRATION) through your Internet connection. CDX is a secure website that supports Secure Sockets Layer (SSL). Depending on the version of Internet Explorer that you use, you may be prompted with this pop-up Security Alert message:



Click **Yes** to proceed to the CDX Registration page.

## STEP 3: ACTIVATE CDX ACCOUNT

At the CDX Registration page, enter the provided Customer Retrieval Key (case sensitive—use UPPER CASE) from your invitation letter in the text box, then click **Register**. If you end the session before you complete registration or the session times out (which occurs if inactive for 20 minutes), you will have to contact CDX Technical Support to have your customer retrieval key reset.



The screenshot shows the EPA Central Data Exchange Government Registration page. On the left is a blue sidebar with a menu: What's New, About, Login, Registration, FAQ, Help, Home, Terms & Conditions, and Contact Us. The main content area has the EPA logo and 'United States Environmental Protection Agency' at the top left. At the top right is the title 'Central Data Exchange Government Registration' with a globe icon. Below this is a grey box with the heading 'Welcome to CDX Government Registration'. The text asks the user to enter the 'Customer Retrieval Key' from their invitation letter. A text input field contains 'R000C3305002', and a 'Register' button is to its right. Below the input field, a message encourages users to use Internet Explorer 5.5 or higher for 128-bit encryption support, with a link to 'update their encryption support' and a small 'EXIT 4325' button. At the bottom, it says 'You are in an encrypted secure session.' and provides the Help Desk number (888) 890-1995, along with links for 'Contact Us', 'About', 'Help', and 'EPA Home'.


**EPA** United States  
Environmental Protection Agency

**Central Data Exchange  
Government Registration**

**Welcome to CDX Government Registration**

Please enter the "Customer Retrieval Key" provided on your invitation letter:

We strongly encourage users of this site to employ Internet Explorer 5.5 or higher (do not download a beta version of Internet Explorer 6.0), because 128-bit encryption support is standard with this release. Users employing an earlier version of Internet Explorer may [update their encryption support](#) EXIT 4325 to enable 128-bit encryption support.

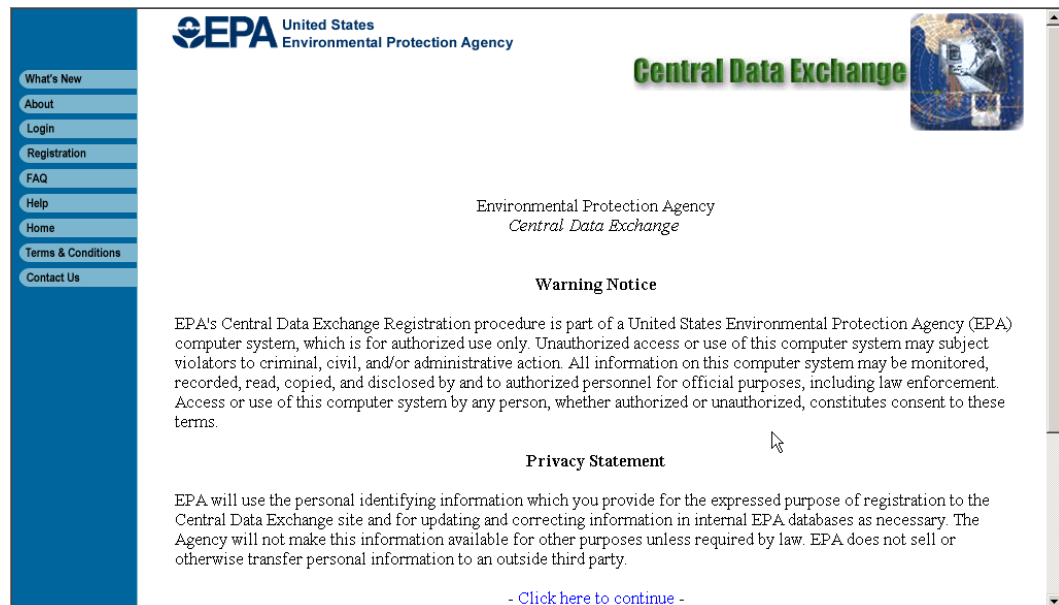
 EXIT 4325

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[Contact Us](#) | [About](#) | [Help](#) | [EPA Home](#)

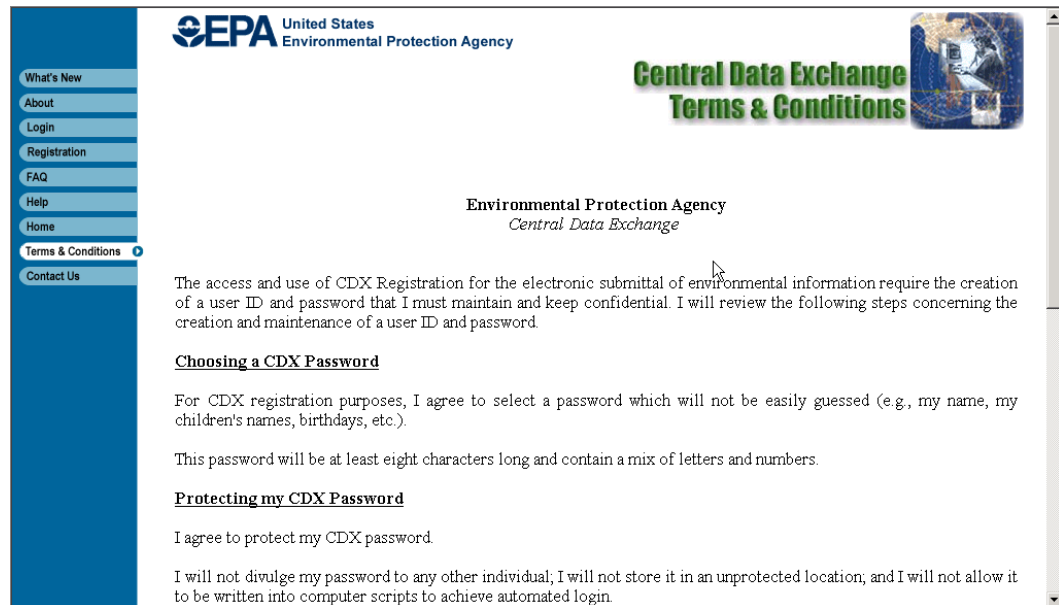
## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

Read the warning notice, then click the **Click here to continue** link.



## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

Carefully read the CDX Terms and Conditions. You should print a copy for your records.



The screenshot shows the EPA Central Data Exchange (CDX) Terms & Conditions page. On the left is a blue navigation menu with links: What's New, About, Login, Registration, FAQ, Help, Home, Terms & Conditions (highlighted with a blue bar and a small 'i' icon), and Contact Us. The main content area has the EPA logo and name at the top left, and a graphic with the text 'Central Data Exchange Terms & Conditions' at the top right. Below the header, the text reads: 'Environmental Protection Agency Central Data Exchange'. The main body of text states: 'The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.' This is followed by two sections: 'Choosing a CDX Password' and 'Protecting my CDX Password', each with a paragraph of text. A mouse cursor is visible over the first paragraph.

**EPA** United States Environmental Protection Agency

**Central Data Exchange Terms & Conditions**

Environmental Protection Agency  
*Central Data Exchange*

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Choosing a CDX Password**

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

**Protecting my CDX Password**

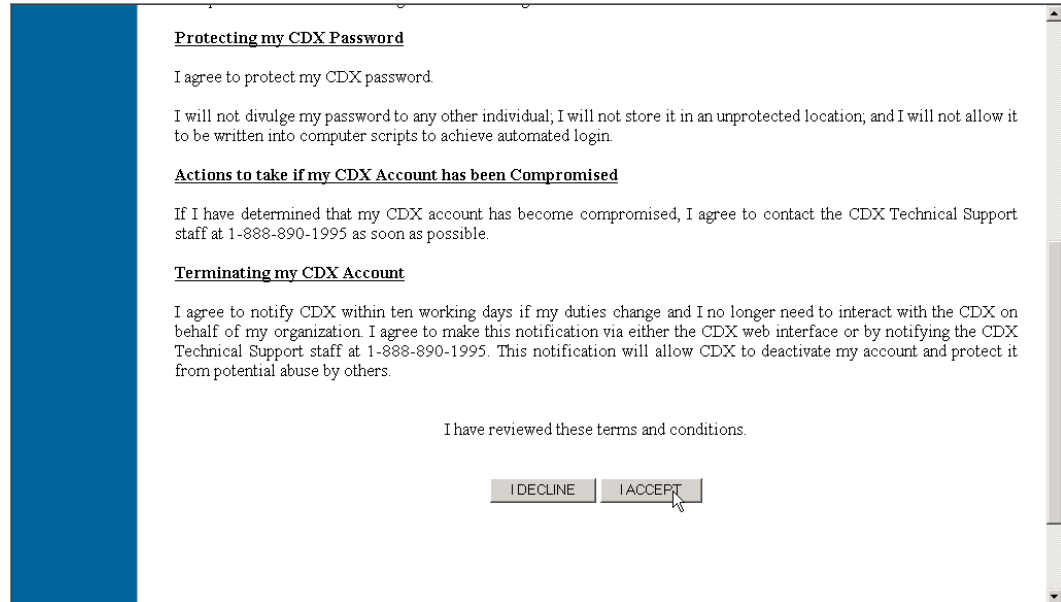
I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location, and I will not allow it to be written into computer scripts to achieve automated login.



## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

Click **I Accept** at the bottom of the “Terms & Conditions” screen to continue.



**Protecting my CDX Password**

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

**Actions to take if my CDX Account has been Compromised**

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

**Terminating my CDX Account**

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

When you accept the terms and conditions, the “User Information” screen will display.

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

The “User Information” screen displays information you provided when you preregistered in CDX government registration. Make any necessary changes to the displayed information.

First Name:   \*

Last Name:  \* Suffix:

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. If you enter a user name which is in use, you will be asked to select a new user name.

User Name:  \*  
(8 characters, Don't use \$ # . " or @)

Password:  \*

Re-enter Password:  \*  
(8 characters w/1 number, Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question:  \*

Secret Answer:  \*

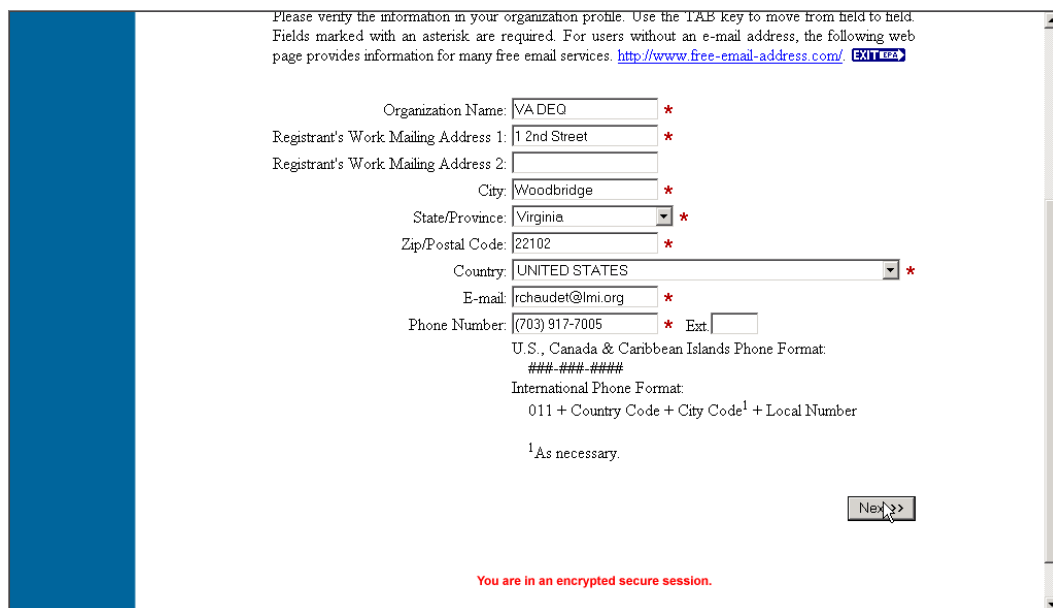
You are in an encrypted secure session.

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

Choose your user name and password. (A unique user name is required within CDX. If the user name supplied is already in use, you will be prompted to select another user name.) The user name and password must be at least eight characters long and must include at least one number. Both user name and password are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g., \$, #, ", or @. The user name and password should not be the same.

In addition to user name and password, you must provide a secret question and secret answer. If you forget your user name and password, CDX Technical Support will supply the secret question and you must provide the secret answer to reset your password.

Select **Next** when you have completed the "User Information" screen.



Please verify the information in your organization profile. Use the TAB key to move from field to field. Fields marked with an asterisk are required. For users without an e-mail address, the following web page provides information for many free email services. <http://www.free-email-address.com/> [EXIT](#) [G24](#)

Organization Name: VA DEQ \*

Registrant's Work Mailing Address 1: 1 2nd Street \*

Registrant's Work Mailing Address 2: \*

City: Woodbridge \*

State/Province: Virginia \*

Zip/Postal Code: 22102 \*

Country: UNITED STATES \*

E-mail: rchaudet@lmi.org \*

Phone Number: (703) 917-7005 \* Ext. \*

U.S., Canada & Caribbean Islands Phone Format:  
###-###-####

International Phone Format:  
011 + Country Code + City Code<sup>1</sup> + Local Number

<sup>1</sup>As necessary.

[Next >>](#)

You are in an encrypted secure session.

**NOTE:** You will need your user name and password each time you log on to CDX. Remember your user name and password.

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

The CDX registration user information was obtained from your preregistration information. Make any necessary changes to the displayed information. Click **Next** after you have reviewed and, if necessary, updated this screen.

Please verify the information in your organization profile. Use the TAB key to move from field to field. Fields marked with an asterisk are required. For users without an e-mail address, the following web page provides information for many free email services. <http://www.free-email-address.com/> [EXIT 62](#)

Organization Name:	<input type="text" value="VA DEQ"/>	*
Registrant's Work Mailing Address 1:	<input type="text" value="1 2nd Street"/>	*
Registrant's Work Mailing Address 2:	<input type="text"/>	
City:	<input type="text" value="Woodbridge"/>	*
State/Province:	<input type="text" value="Virginia"/>	*
Zip/Postal Code:	<input type="text" value="22102"/>	*
Country:	<input type="text" value="UNITED STATES"/>	*
E-mail:	<input type="text" value="rchaudet@lmi.org"/>	*
Phone Number:	<input type="text" value="(703) 917-7005"/>	*
	Ext. <input type="text"/>	

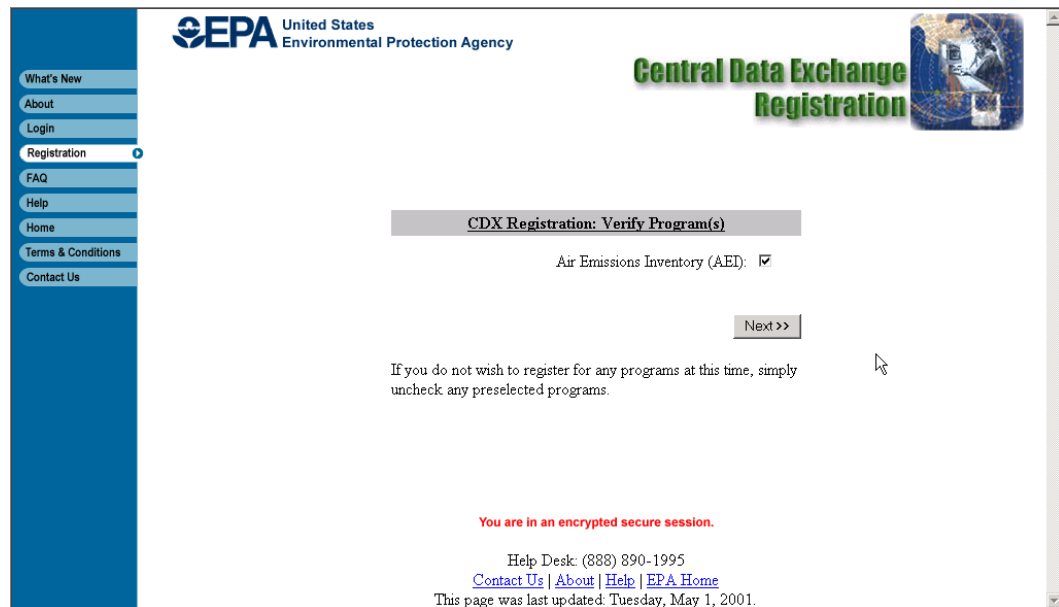
U.S., Canada & Caribbean Islands Phone Format:  
###-###-####  
International Phone Format:  
011 + Country Code + City Code<sup>1</sup> + Local Number

<sup>1</sup>As necessary.

You are in an encrypted secure session.

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

The “CDX Registration: Verify Program(s)” screen will appear. Confirm that you are registered for the Air Emissions Inventory program, then click **Next**.



The screenshot shows the EPA website's "Central Data Exchange Registration" page. On the left is a blue navigation menu with links: What's New, About, Login, Registration (highlighted with a blue bar and a small 'i' icon), FAQ, Help, Home, Terms & Conditions, and Contact Us. The main content area has the EPA logo and "United States Environmental Protection Agency" text at the top left. At the top right is a graphic with the text "Central Data Exchange Registration" and an image of a globe with a computer monitor. Below this is a grey header box containing the text "CDX Registration: Verify Program(s)". Underneath, it says "Air Emissions Inventory (AEI):" followed by a checked checkbox. To the right of this is a "Next >>" button. Below the button, there is a paragraph: "If you do not wish to register for any programs at this time, simply uncheck any preselected programs." At the bottom of the page, there is a red line of text: "You are in an encrypted secure session." Below that, it says "Help Desk: (888) 890-1995" and provides links for "Contact Us", "About", "Help", and "EPA Home". The footer text states: "This page was last updated: Tuesday, May 1, 2001."

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

Verify and accept default selections, where indicated, on the “Registration” screen.

**Role:** Submitter.

**ID Type:** Verify as state, county, district, city, tribe, or other.

**Program ID:** Verify state abbreviation. If local agency, verify agency name after state abbreviation.

**Submission Method:** Select Webform if you are submitting a zipped file that is smaller than 100 MB. For files that are larger than 100 MB, contact CDX Technical Support.

Click **Next** to proceed.



**EPA** United States Environmental Protection Agency

**Central Data Exchange Registration**

Program	Role	ID Type	Program ID	Submission Method	Verify
AEI	SUBMITTER	STATE	VA	WEBFORM	<input checked="" type="checkbox"/>

[Next >>](#)

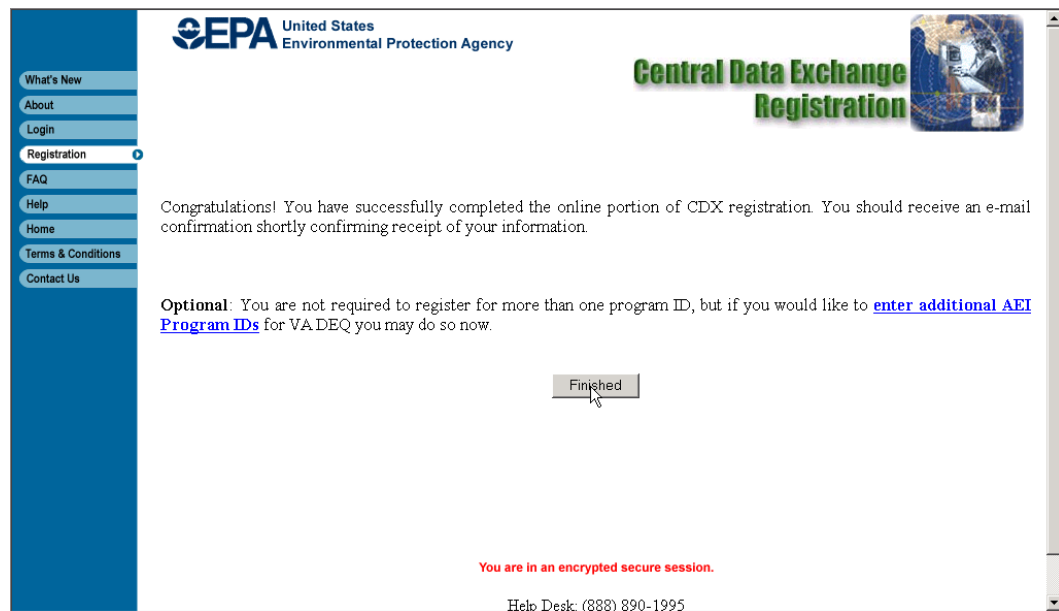
Please verify the role information for each program.

You are in an encrypted secure session.

Help Desk: (888) 890-1995  
[Contact Us](#) | [About](#) | [Help](#) | [EPA Home](#)  
This page was last updated: Tuesday, May 1, 2001.

## STEP 3: ACTIVATE CDX ACCOUNT (CONTINUED)

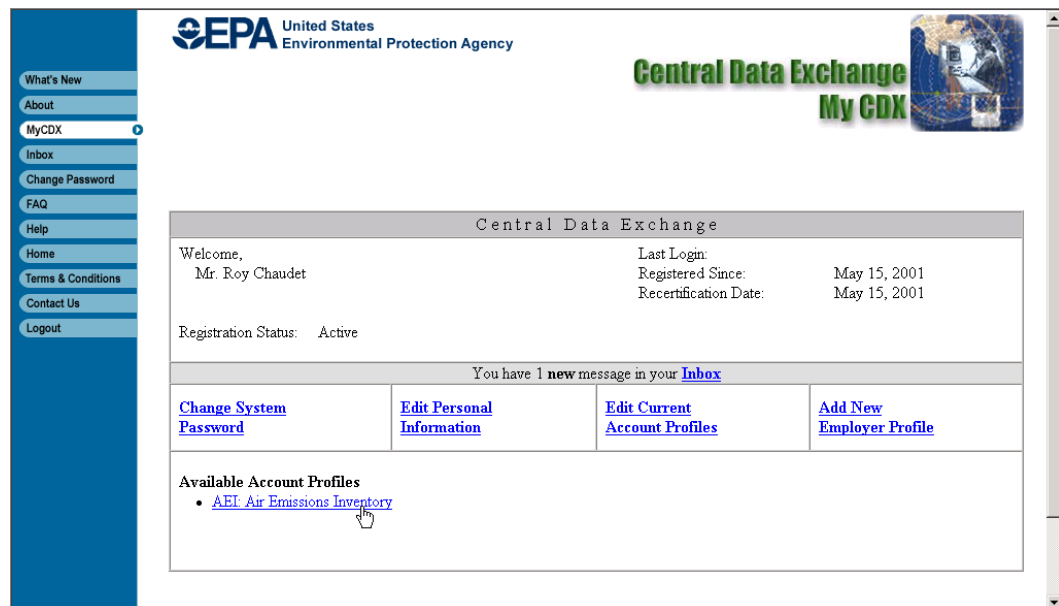
A completion screen will verify that you have completed registration. CDX provides the option for adding Program IDs if, in the unique circumstance, you represent more than one reporting entity. Please let us know if this is the case by contacting CDX Technical Support.



## STEP 4: ACCESS NEI SUBMITTAL FORM

NOTE: Before you begin this part of the CDX electronic submission process, you must have your zipped file ready.

Click the **AEI: Air Emissions Inventory** link from the “My CDX” screen to submit your file.



The screenshot displays the EPA Central Data Exchange (CDX) "My CDX" user interface. On the left is a blue sidebar with navigation links: What's New, About, MyCDX (highlighted), Inbox, Change Password, FAQ, Help, Home, Terms & Conditions, Contact Us, and Logout. The main content area features the EPA logo and the text "United States Environmental Protection Agency". To the right is a "Central Data Exchange My CDX" header with a globe icon. Below this, a "Central Data Exchange" section provides a welcome message to "Mr. Roy Chaudet" and displays login details: Last Login, Registered Since (May 15, 2001), and Recertification Date (May 15, 2001). The registration status is listed as "Active". A notification states "You have 1 new message in your [Inbox](#)". A row of four links is provided: [Change System Password](#), [Edit Personal Information](#), [Edit Current Account Profiles](#), and [Add New Employer Profile](#). Under the heading "Available Account Profiles", there is a single bullet point with the link [AEI: Air Emissions Inventory](#), which is being pointed to by a mouse cursor.



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## STEP 5: POPULATE NEI SUBMITTAL FORM (CONTINUED)

Fill out sections I, II, and III of the NEI Submittal Form.

### I. Contact Information

This section is prepopulated with the name, organization, telephone number, fax number, and e-mail address of the person who logged in. Confirm that the information displayed is accurate and make any changes necessary.

### II. Submittal Status

This section is prepopulated with the current date.

The screenshot displays the '1999 National Emission Inventory Submittal Form' with three sections visible:

- I. Contact Information**  
Please provide information on the person submitting data.  
Name: Roy Chaudet  
Organization: VA DEQ  
Telephone No: (703) 917-7005  
Fax No: [empty]  
E-Mail: rchaudet@lmi.org
- II. Submittal Status**  
Note: All data sent to EPA should be considered publicly available. All data received by EPA will be processed as publically available.  
Date of Submission: 6/1/2001
- III. Geographic Coverage**  
Please provide information on the geographic coverage of the submittal and check all that apply to the submittal.  
For State: VA  
For Local: [empty]  
Statewide: ☒ Non-attainment Area(s): ☒ Other: ☐

### III. Geographic Coverage

This section documents the geographic reporting of your submittal. The For State drop-down box is prepopulated with your state information. Confirm that the state displayed is correct and make any changes necessary. In the For Local drop-down box, select the data level for county, city, district, tribal or other. Then populate all that apply to your submittal: Statewide, Non-attainment Area(s), or Other.

## STEP 5: POPULATE NEI SUBMITTAL FORM (CONTINUED)

Complete sections IV, V, and VI.

### IV. Pollutant Information

This section notes the pollutants included in your submittal. Check all that apply to your submittal: VOC, NO<sub>x</sub>, CO, SO<sub>2</sub>, PM<sub>10</sub>, PM<sub>2.5</sub>, NH<sub>3</sub>, HAPs.

### V. Source Category Information

This section notes the criteria and toxics covered by your submission:

For Criteria, check all that apply to your submission: Point, Stationary Area, Nonroad Mobile, Biogenic, Onroad Mobile: Emissions, VMT, MOBILE Input Files. Finally, in the Size Cutoff drop-down box, choose 5, 10, 25, 50, 100, 250, or other.

For Toxics, check all that apply to your submittal: Point/major, Point/Area, Nonpoint, Onroad Mobile: Emissions, VMT, MOBILE Input Files. Finally, in the Size Cutoff drop-down box, choose 10, 25, or other.

### VI. Temporal Information

This section indicates the time period covered by your submission. Populate all temporal information categories that apply: Annual Emissions, Summer Day Emissions, Winter Day Emissions.

For Local:

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**IV. Pollutant Information**  
Please check all pollutants included in submittal.

VOC: ☒ NO<sub>x</sub>: ☒ CO: ☒ SO<sub>2</sub>: ☒ PM<sub>10</sub>: ☒ PM<sub>2.5</sub>: ☒ NH<sub>3</sub>: ☒ HAPs: ☒

**V. Source Category Information**  
Please check all source categories included in the submittal.

a. Criteria

Point: ☒ Size Cutoff:  Stationary Area: ☐ Nonroad Mobile: ☐ Biogenic: ☐  
Onroad Mobile: Emissions ☐ VMT: ☐ MOBILE Input Files: ☐

b. Toxics

Point/major: ☒ Size Cutoff:  Point/Area: ☐ Nonpoint: ☐ Onroad Mobile: Emissions: ☐  
VMT: ☐ MOBILE Input Files: ☐

**VI. Temporal Information**  
Please check all that apply to the submittal.

Annual Emissions: ☒ Summer Day Emissions: ☒ Winter Day Emissions: ☒

## STEP 5: POPULATE NEI SUBMITTAL FORM (CONTINUED)

Complete sections VII, VIII, and IX. Once you have filled out the 1999 National Emission Inventory Form, you are ready to transmit the web form and your zipped file.

### VII. Electronic Submittal Information

This section notes the format of your submission. Specify the file format of your data by pushing the appropriate radio button: NIF 1.2, NIF 2.0, or XML (NIF 2.0). Populate the check box if both criteria and toxics data are included in the same file.

### VIII. Additional Comments

Note other important information in the comment box provided. For example, the size cutoff point source data or some source categories are covered statewide while others are included for the NAA only.

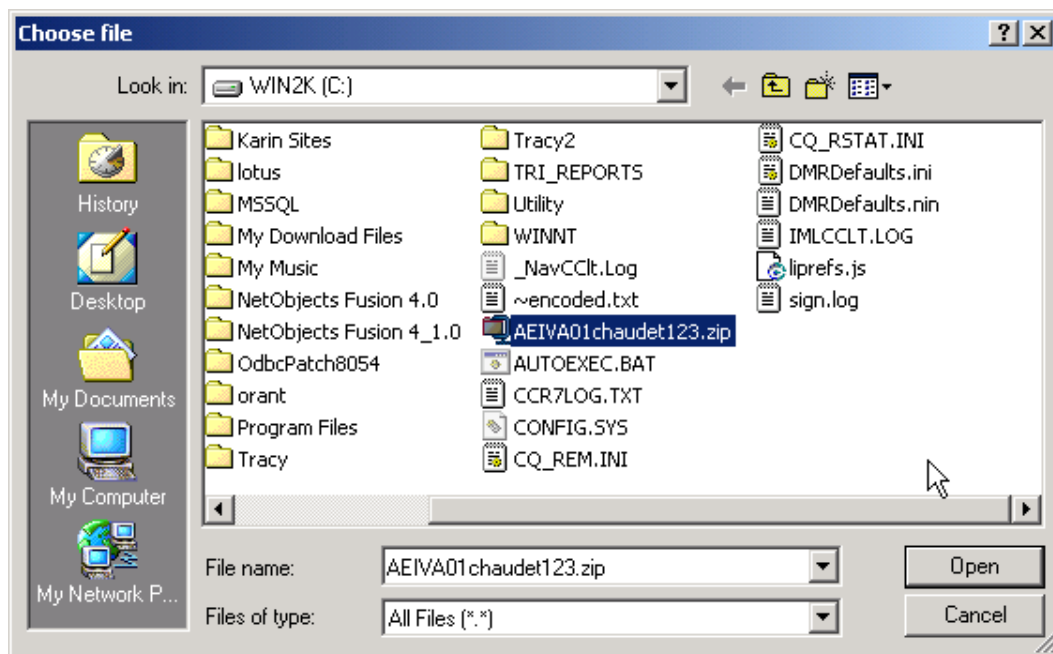
### IX. Emissions File

Use the browser to select the zip file that will be transmitted with this form. Note the file will need to follow the file naming convention described in step one.

The screenshot displays a web form titled "VII. Electronic Submittal Information". Below the title, it says "Please specify the method(s) used to electronically submit the data. HAPs data are reported using NIF 2.0". There are three radio buttons: "NIF 1.2:" (unselected), "NIF 2.0:" (selected), and "XML (NIF 2.0):" (unselected). Below this, it says "Please check here if both criteria and toxics are included in the same file:" followed by an unchecked checkbox. The next section is "VIII. Additional Comments", with the instruction "Please provide other important information. For example, the size cutoff for point source data, or if a pollutant is included for only specific source categories, or if some source categories are covered Statewide while others are included for the NAA only, please specify below." Below this is a large text area. The final section is "IX. Emissions File", with the instruction "Please specify the zip file or attachment on your local computer or network that will be transmitted with this emissions data form. Use the BROWSE button to locate your file or attachment." Below this is a text input field containing "C:\AEIVA01chaudet123.zip" and a "Browse..." button. At the bottom of the form are two buttons: "<< BACK" and "SEND >>".

## STEP 6: ATTACH AND SEND ZIPPED FILE

The default file format for the browser is HTML. You will have to set the file format to All Files (\*.\*) to view your submission file in the browser. Highlight the file and click the **Open** button.

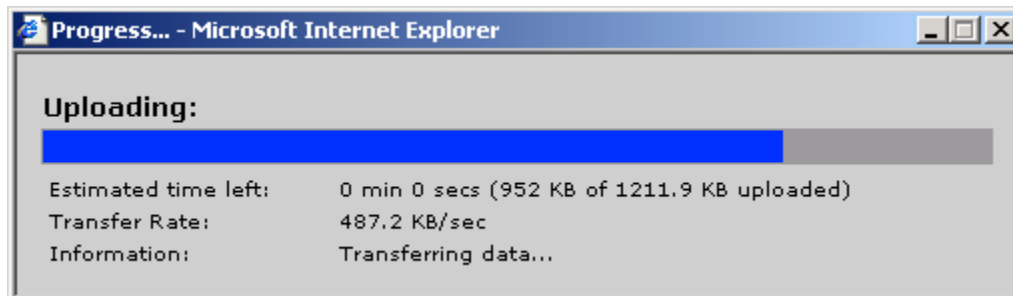


Then click the **Send** button to submit your file.

A screenshot of a web form titled 'VII. Electronic Submittal Information'. It contains instructions: 'Please specify the method(s) used to electronically submit the data. HAPs data are reported using NIF 2.0'. There are radio buttons for 'NIF 1.2', 'NIF 2.0' (which is selected), and 'XML (NIF 2.0)'. Below this is a checkbox for 'Please check here if both criteria and toxics are included in the same file:'. The next section is 'VIII. Additional Comments' with a text area and instructions. The final section is 'IX. Emissions File' with instructions and a text field containing 'C:\AEIVA01chaudet123.zip' next to a 'Browse...' button. At the bottom are '<< BACK' and 'SEND >>' buttons.

## STEP 6: ATTACH AND SEND ZIPPED FILE (CONTINUED)

The following message will appear on your screen indicating that your file is transferring.



If your upload is successful, you will receive an acknowledgement confirming the name of the file uploaded along with your e-mail address.



You will also receive e-mail from our automated system confirming our receipt of your file. The CDX file name derived from the information provided in your NEI Submittal Web Form will be listed on the receipt e-mail.

\*\*\* This is an automated response \*\*\*  
\*\*\* Please DO NOT REPLY to this email. \*\*\*  
\*\*\* Replies will not be answered \*\*\*

The file you sent:  
AEIVA01CHAUDET123200151512736.ZIP  
was received on: 5/15/01 12:10:00 PM

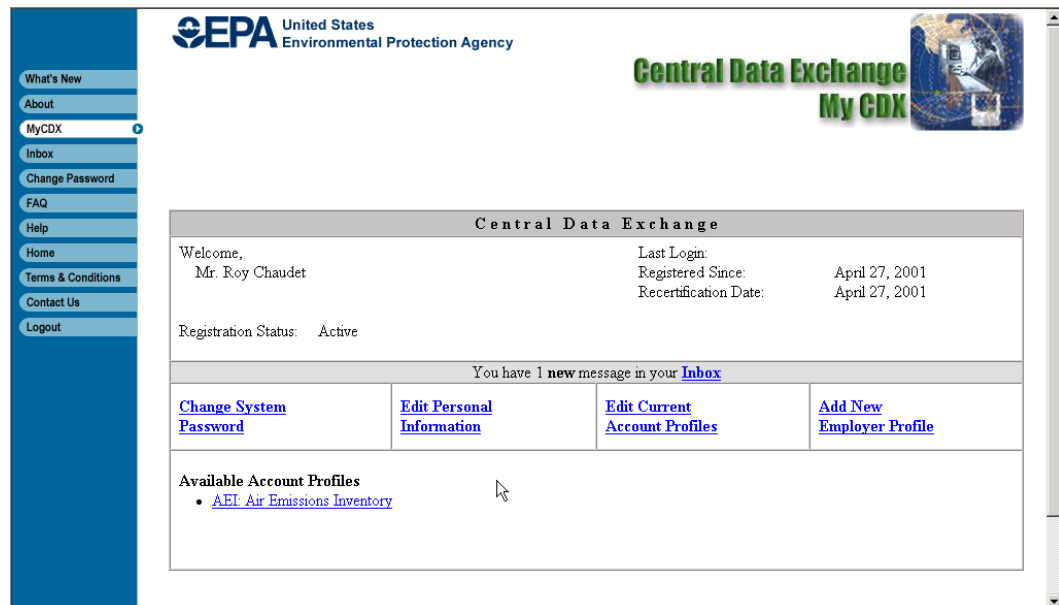
Thank you for your submission

United States Environmental Protection Agency  
Central Data Exchange  
A New Paradigm for Environmental Reporting.

5/15/01 12:10:01 PM

## STEP 7: LOG OFF OF CDX

Click **Logout** on the blue sidebar menu from the “My CDX” screen.



**EPA** United States Environmental Protection Agency

**Central Data Exchange**  
**My CDX**

**Central Data Exchange**

Welcome,  
Mr. Roy Chaudet

Last Login: April 27, 2001  
Registered Since: April 27, 2001  
Recertification Date: April 27, 2001

Registration Status: Active

You have 1 new message in your [Inbox](#)

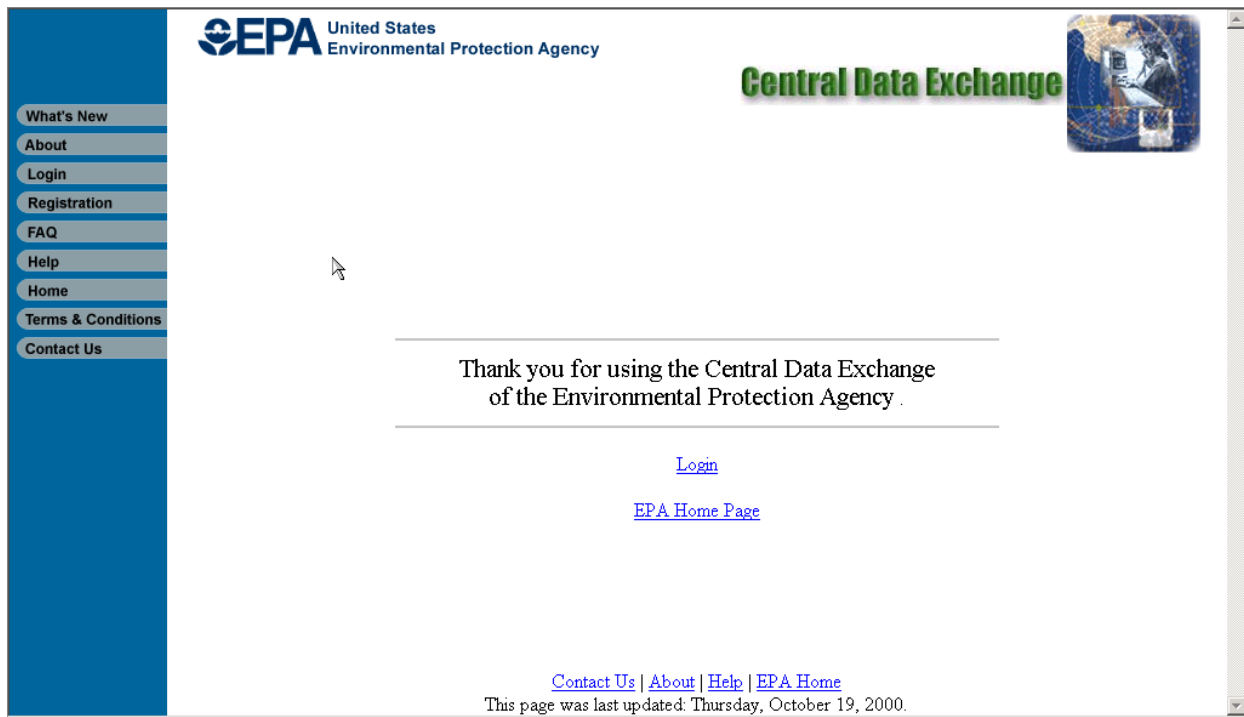
<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
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**Available Account Profiles**

- [AEL Air Emissions Inventory](#)

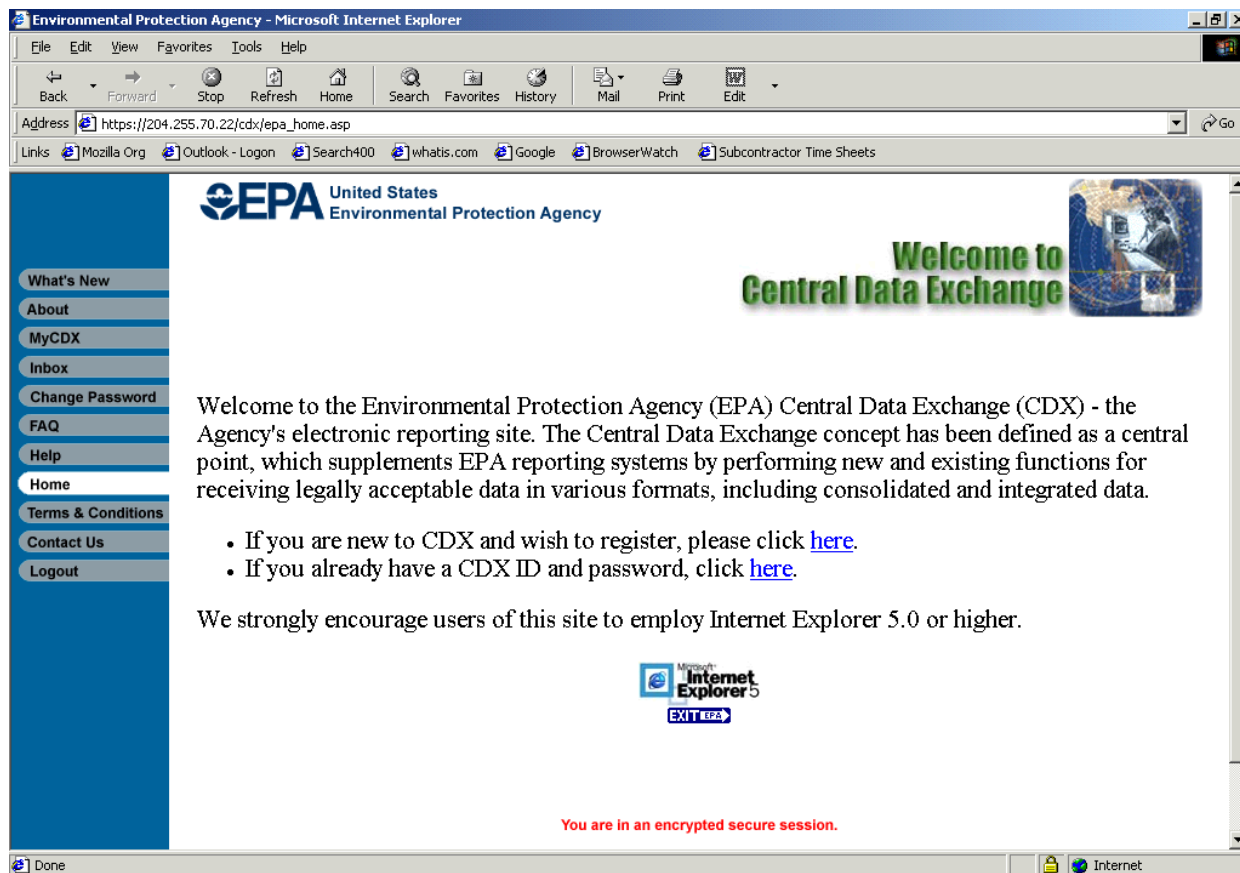
## STEP 7: LOG OFF OF CDX (CONTINUED)

The logout screen will appear. Close the Web browser to exit.



## STEP 8: LOG ON AFTER ACCOUNT ACTIVATION

To log on after you have activated your account, go to the CDX home page at [HTTPS://EPACDX.LMI.ORG](https://EPACDX.LMI.ORG). Click on the second link: **If you already have a CDX ID and password, click here.** You can save this as a reference and use it next year or for the next submission round.





## STEP 8: LOG ON AFTER ACCOUNT ACTIVATION (CONTINUED)

Enter your user name and password in the Central Data Exchange “Login” screen.

The screenshot shows a Microsoft Internet Explorer browser window titled "Environmental Protection Agency - Microsoft Internet Explorer". The address bar displays "https://204.255.70.22/cdx/App/login.asp". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, and Edit. The Links bar shows Mozilla Org, Outlook - Logon, Search400, whatis.com, Google, BrowserWatch, and Subcontractor Time Sheets.

The main content area features the EPA logo and the text "United States Environmental Protection Agency" on the left. On the right, there is a large graphic with the text "Central Data Exchange Login" in green. Below this, a login form is displayed with the title "Central Data Exchange Login". The form includes two input fields: "User Name:" and "Password:". Below these fields are two buttons: "LOGIN" and "CLEAR".

On the left side of the page, there is a vertical navigation menu with the following links: "What's New", "About", "Login", "Registration", "FAQ", "Help", "Home", "Terms & Conditions", and "Contact Us".

At the bottom of the page, a red message states: "You are in an encrypted secure session." Below this, the text reads: "Help Desk: (888) 890-1995", followed by links: "Contact Us", "About", "Help", and "EPA Home". At the very bottom, it says: "This page was last updated: Friday, March 2, 2001." The status bar at the bottom of the browser window shows "Done" and "Internet".

## STEP 8: LOG ON AFTER ACCOUNT ACTIVATION (CONTINUED)

Click the **AEI: Air Emissions Inventory** link from the “My CDX” screen to submit your files following instructions beginning with Step 4.

The screenshot shows the EPA Central Data Exchange My CDX user interface. On the left is a blue sidebar with navigation links: What's New, About, MyCDX (highlighted with a blue circle and a small '0' badge), Inbox, Change Password, FAQ, Help, Home, Terms & Conditions, Contact Us, and Logout. The main content area has the EPA logo and text 'United States Environmental Protection Agency' at the top left. At the top right is the 'Central Data Exchange My CDX' logo with a globe icon. Below this is a header bar with the text 'Central Data Exchange'. The main content area displays a welcome message to 'Mr. Roy Chaudet' and his login details: Last Login, Registered Since (April 27, 2001), and Recertification Date (April 27, 2001). It also shows 'Registration Status: Active'. A notification bar states 'You have 1 new message in your [Inbox](#)'. Below this are four links: [Change System Password](#), [Edit Personal Information](#), [Edit Current Account Profiles](#), and [Add New Employer Profile](#). At the bottom, under 'Available Account Profiles', there is a bullet point with the link [AEI: Air Emissions Inventory](#). A mouse cursor is visible over this link.

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## STEP 9: PROVIDE USER COMMENTS

Please send us any comments you have about this project. You may submit your comments to CDX Technical Support at [EPACDX@Imi.org](mailto:EPACDX@Imi.org) with “AEI Comments” in the subject line. Thank you for your participation.